



BOARD OF PAROLE HEARINGS

MDO EVALUATORS ORIENTATION-2015

ADMINISTRATIVE PROCESSES – EVALUATION ASSIGNMENTS

1. Evaluation Assignments

- BPH staff will contact the evaluator by email.
- The MDO evaluator must respond within 24 hours unless it is an expedited assignment. The email will indicate whether it is an expedited assignment.
- If the assignment is turned down or if a response is not received within 24 hours, BPH staff will contact the next evaluator on the panel.

2. Submitting Evaluation Reports

- Report naming convention: "Inmate Last Name" "CDCR#" "Type" "MDO Evaluator Last Name." Type: DOP, Certification, Placement, or Annual.
Example: SMITH AE1234 Certification Your Last Name
- Evaluation reports are to be submitted as follows:
DOP evaluations: BPH.MDOEvaluation@cdcr.ca.gov.
Certification, Placement and Annual evaluations: CDCRBPHMDOHearings@cdcr.ca.gov.

3. Making appointments to interview the inmate or parolee/patient

- If the interview is at a prison, scheduling the interview with the inmate is done through the office of the Classification and Parole Representative (C&PR).
- If the interview is at a state hospital, the interview with the parolee/patient is done through hospital staff.
- The assignment email will include a contact name, email address and phone number.

4. Foreign Language Interpreting

- The board has contracted with Avaza Language Services for foreign language interpreting via telephone. This special telephone has a two-handset device one handset is used by the inmate/patient and the other by the evaluator.
- The interpreting telephone can be requested from the state hospital contact or via the ADA coordinator at a prison.

5. Gate Clearance

- CDCR staff will process clearance for entry into the prison and will need your personal information, such as, driver's license number, date of birth and social security number. BPH staff will provide the MDO evaluator the prison's contact person's name, and phone number when an evaluation is assigned.

6. Institution Attire Restrictions – taken from the CDCR Inmate Visiting Guidelines which can be found at <http://www.cdcr.ca.gov/Visitors/index.html>

There are restrictions on what you may wear to a prison. In general, there are four rules to remember:

A. Do not wear clothing that resembles the clothing that prisoners wear



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- a. Blue denim pants;
 - b. Blue chambray shirts;
 - c. Orange jumpsuits or Orange tops with Orange bottoms;
 - d. Red tops (Pleasant Valley State Prison only); or
 - e. Dresses that resemble prisoner muumuu (female institutions only)
- B. Do not wear clothing that resembles what custodial staff wear
- a. Forest green pants;
 - b. Tan shirts; or
 - c. Camouflage
- C. Dress conservatively and modestly; and
- D. Do not wear any item that cannot be taken off and will not clear a metal detector (such as an underwire bra or clothing with metal buttons).

There are specific restrictions:

- No blue denim, blue chambray, orange jumpsuits or orange tops with orange bottoms;
- No forest green bottoms with tan tops;
- No camouflage unless identification shows active or reserve military personnel;
- No strapless, halter, bare midriff, sheer, or transparent clothing;
- No skirts, dresses, or shorts that expose more than two inches above the knee;
- No clothing that exposes the breast, genitalia, or buttocks area;
- No very tight, form-fitting attire;
- No wigs, hairpieces, extensions, or other headpieces except for medical reasons and with prior approval;
- No hats or gloves, except with prior approval or in inclement weather; and
- No shower shoes.